

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
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In Reply Refer To:
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April 18, 2000

EMS TRANSMISSION

Information Bulletin No. HR-2000-078A

To: All BC, HR, NI, and RS Group Administrators and NPIT Lead

From: Director, National Human Resources Management Center

Subject: Computer Course Nominations

DD: 04/28/00

The National Human Resources Management Center has arranged for computer skills training during the months of May through July. Course descriptions and scheduled dates are detailed on the attached course description sheet. Nominations using the attached form, are being accepted on a first-come, first-serve basis and are due **April 28, 2000**. Because nominations are accepted on a first-come, first-serve basis, please turn in nomination forms as you receive them. Tuition costs will be paid from the overhead budget.

Priority course dates for each student should be indicated by marking an asterisk next to the course name. Students will be notified at least one week prior to the scheduled course date. Full day courses will be from 8:00 a.m. to 4:30 p.m. in the computer training room. The room is located just east of the UNIX training room with access from the Cartography area. Students who are not selected for these courses will be notified directly and will be put on a waiting list.

Employees must notify this office when legitimate conflicts preclude their attendance. This office will immediately check to see if there are any other employees on the waiting list for that particular class. If there is, the employee and the employee's supervisor will be notified to determine their availability to attend. Supervisors should make every effort to ensure that their employees attend the courses they are registered for. If the computer training is not a priority, and there is some doubt whether the person can attend, the nomination should not be made.

In order to plan for future courses, please indicate on the registration sheet, the number of additional students from your organization who will need these courses at a future date. Another IB will be issued in June, with August and September course listings. Courses included will be: FrontPage, Project Managing, Excel Levels 1, 2 and 3, and PowerPoint Levels 1 and 2.

Nominations should be submitted on the attached forms to the appropriate designated training coordinator, by COB **Friday, April 28, 2000**. Training coordinators are as follows:

NARSC	Rheda Dodd	236-6454
NBC	Lynda Pierce	236-8857
NRHMC	Darlene Robitaille	236-6503
NIRMC	Linda Graham	236-6965
NPIT	Mani Isler	236-3578

If you have any questions, please contact Aleecia Leyba at (303) 236-8267.

Signed by
Linda D. Sedbrook
Director

Authenticated by
Darlene Robitaille
Secretary

cc: Training Coordinators

2 Attachments

- 1 - Course Descriptions (2 pp)
- 2 - Computer Course Registration Forms (1 pp)

Distribution

RS-150, BLM Library
NI-100, Reading File
HR-220

Course Descriptions

WordPerfect 9 (Level Three) - May 8, 2000

Take the next step with the advanced level of WordPerfect! WordPerfect graphics, desktop publishing features, formulas, time-saving shortcuts, style sheets, web conversion, and much more are examined.

Access (Level One) - May 16, 2000

Learn database concepts and terminology, as well as how to plan and design an effective database. Create tables, queries, and forms.

Access (Level Two) - May 18, 2000

Design and create reports that contain totals, mail labels, and export information. Learn database management and maintenance.

PowerPoint (Level One) - June 13, 2000

Learn to create a presentation that will relay your points powerfully. Create and edit slides, use drawing tools and objects, insert Clip Art and WordArt, organization charts, and Microsoft Graph. Apply templates and run slide shows with transitions and animation.

Introduction to Windows NT - June 14, 2000 Two (2) half day courses/am and pm

If you are new to Windows or if you have been self-taught and learning by "trial and terror", this class is for you. Explore the Windows NT environment and learn how to find, organize and delete files, open, close, and work among applications. Learn how to examine properties, adjust setting, work with Explorer and the Taskbar, control your desktop, and get Help. You will also learn to format a disk and copy files to the disk.

Excel (Level One) - June 15, 2000

Learn the basics of the Excel spreadsheet. We will cover the workbook environment, entering, editing, and saving worksheets, navigating worksheets and workbooks, using formulas and functions, inserting rows and ranges, formatting worksheets, page setup and printing.

Access (Level Three) - June 20, 2000

Analyze table relationships, data validation and indexing and using calculated fields in queries. Create multiple-table queries.

FrontPage 2000 - June 22, 2000

Explore FrontPage Explorer and editor. Learn to import text and graphics and set font styles and formats, use a page template, Spell Check, Thesaurus and Find. Create and use hyperlinks and bookmarks. Web Structure management will also be demonstrated.

Access (Level Four) - June 26, 2000

Perform calculations on a form, add combo boxes, create data access pages and create a chart.

Excel (Level Two) - June 29, 2000

Use password protection, toolbars and create charts and outlines. Learn how to use the drawing tools to enhance a spreadsheet. The linking feature introduced at this level is guaranteed to save you time with designing and managing your spreadsheets.

Creating a Project in Microsoft Project (Level One) - July 24, 2000

Identify the steps involved in project planning and become familiar with project management techniques. Build a project and staff the project using calendars. Learn to define dependencies and create different views of the data.

Excel (Level Three) - July 25, 2000

Explore advanced calculation features such as absolute references, if statements, rounding, audit, use of templates, recording and running macros, custom sorting, use of the database features in Excel, and pivot tables.

Computer Course Nomination Sheet

Employee Name: _____

Org. Code: _____

Telephone Number: _____

Course Name and Date: _____

Number of Employees _____
Who need this course

Course Name and Date: _____

Number of Employees _____
Who need this course

Course Name and Date: _____

Number of Employees _____
Who need this course

Course Name and Date: _____

Number of Employees _____
Who need this course

Employee Signature

Date

Supervisor's Signature

Date